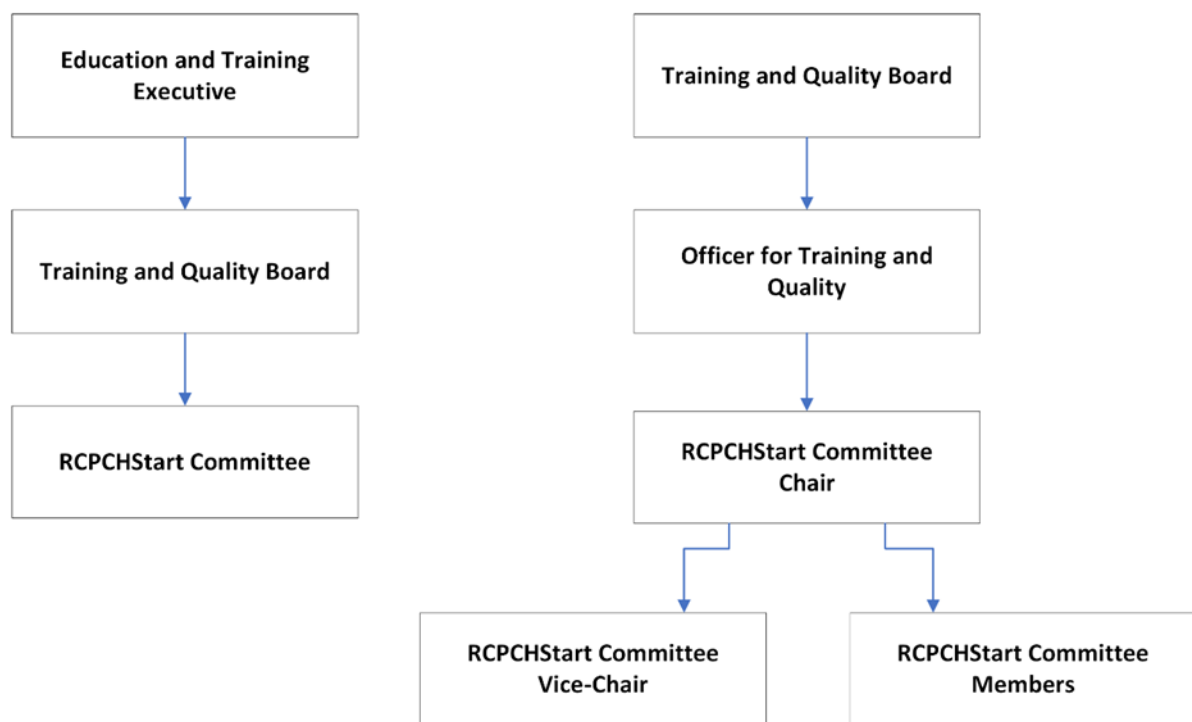


Description of committee:

The Royal College of Paediatrics and Child Health is seeking nominations for a new member to join the RCPCHStart Committee to start in September 2025. This role is open to job shares. We are seeking a member to join the Committee with fair representation from all four nations. We are keen to receive nominations from new consultants, within the first eighteen months of their appointment.

The RCPCHStart Committee reports to the Training and Quality Board, which in turn reports to the Education and Training Executive.



The Committee is responsible for:

- Ensuring the START assessment is fit for purpose and remains a valid, credible assessment
- Development of the START assessment, including:

In accordance with College policy, all candidates should be in Good Standing with the RCPCH.

- Innovating and developing the online assessment in liaison with the platform provider, Committee members and RCPCH staff
- its related training guidance for assessors and trainees
- Assessment development and quality assurance of the assessment
- Support and advice for paediatric trainees and START assessors
- Support and engagement with scenario generation and working with CSACs

Role details

- We are looking for RCPCH members to join the Committee and help take forward its important projects and work streams. Some of these work streams are scenario generation (generic & subspecialities), assessor training, EDI & START, CYP & START, educational research, CSAC Liaison, trainee mentorship/support etc.
- You will be accountable to the Chair of the RCPCHStart Committee and Officer for Training and Quality.
- Term of Office is 3 years with option of reappointment for a further 2 years

Eligibility

Applicants must be a:

- Fellow
- Senior Member or Fellow
- Ordinary Member
- Associate Member

and whose primary mailing address is in the UK/Ireland.

Role purpose and responsibility

Applicants are strongly encouraged to ensure their employers are supportive, prior to putting their name forward.

The responsibilities of the post holder are:

- RCPCHStart Committee meetings (3 meetings per year)
- Ownership of work streams, projects or documents for the Committee
- Contributions to START assessments
- Scenario generation for START assessments
- Assessment development and quality assurance of the assessment
- Contribution to the assessment as an assessor (supporting assessor/assessor) on at least 2 days each year

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- Attendance on an ad-hoc basis at meetings external and internal for the Committee
- The College operates a remote-first policy for meetings, and around 75% of meetings will be held by Microsoft Teams to reduce travel commitments
- Responding proactively and in a timely fashion to email discussions

Working relationships

- **Colleagues:** You will be part of a supportive Committee including members and a Chair who have been involved in RCPCH activities previously. They will all support and advise you. The RCPCH Start Committee Chair, as your reporting officer, will be on hand to develop and mentor you.
- **The Education and Training Division:** The Committee and its members are supported by the Executive Director and Associate Director of Education and Training, the Head of Training and Quality and the Training Services Manager and their team.
- **Work environment:** The RCPCH is a collaborative work environment, where colleagues come together to help and support one another in their work, and you will be expected to enter this spirit of collaboration.

Time commitment

- Committee members will be required to attend one in-person meeting and two online meetings per year, and devote sufficient time to the role to meet the demands of the job. Much of the work can be undertaken out of working hours by email, teleconferencing and use of our Teams channel and accessing the scenario repository.
- You may be asked to represent the Committee at other internal or external meetings of the College. Meetings will normally be held in London or other regional venues.

Support provided from the College

The first point of contact will be via the START co-ordinator in the Training Services team.

Members will be reimbursed for the cost of travelling expenses (in line with the College's expenses policy) and subsistence to attend College meetings. Claims must be submitted using the appropriate form.

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Knowledge, skills and experience required

Essential:

- [Member of the College in Good Standing with RCPCH](#) in membership categories Fellow, Senior Member or Fellow, Ordinary Member or Associate Member
- Active in Clinical Practice in NHS
- Experience of medical education and/or training/assessment
- Experience of working with sub-speciality CSACs and/or supervising grid trainees (desirable criteria)
- Excellent communicator
- Well-organised
- IT literate, including for contributing to the editing of shared documents and confident use of remote meeting platforms
- Experience of mentoring and supporting trainees and junior colleagues in their training
- Recent experience (*within the last 18 months*) of START - either as an assessor or as a trainee having sat the assessment
- Up to date with unconscious bias training and has attended [Equality, Diversity and Inclusion training](#) within the last 3 years.

Desirable:

- Current or recent contributor to the development of training and/or assessment processes and materials within the College.

Process

Applications for roles should be submitted electronically at [volunteering opportunities](#) no later than the closing date. Your CV should also be uploaded, and we will ask you to include a statement of up to 250 words outlining the relevant experience and reasons for applying to the post.

When undertaking a role at RCPCH all role holders must agree to respect and uphold the charitable objects, vision, and values of the RCPCH and uphold the [code of conduct](#) which embodies of the values that the RCPCH holds the breaking of which could lead to sanction. Core to RCPCH's values is the exemplary behaviour of its members, both as professionals and also as individuals.

Appointed candidates will be asked to [register their interests](#). This is to ensure that personal circumstances that might compromise a volunteer's ability to be seen as acting correctly are properly disclosed.

In accordance with College policy, all candidates should be in Good Standing with the RCPCH.

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The role holder must be committed to following the College's safer working practices guidelines when working with children, young people and adults at risk.

Safeguarding is everyone's responsibility, with the role holder required to comply with the College's Safeguarding policy. Appointed candidates must also have attended Equality, Diversity and Inclusion training within the last 3 years.

The College may – at its discretion and with the agreement of the candidates – choose to offer this role as a job-share between more than one candidate once the appointment process is complete. Details will be discussed with candidates at the time should this arise.

The RCPCH wants to represent all the communities we serve and are dedicated to creating an inclusive working environment. The College is particularly keen to receive applications from those who belong to an underrepresented group as defined in the equality act 2010, including age, disability, sex, race, religion or belief, gender reassignment, married or in a civil partnership, pregnancy/parental leave, or sexual orientation.

The College is a disability confident leader, please let us know if you require any reasonable adjustments or accommodations as a result of a disability, impairment or health condition.

Members can also receive support to cover the costs of caring responsibilities, where these responsibilities would otherwise prevent them from undertaking voluntary work for the College, as per the [removing barriers](#) fund. Claims must be submitted using the appropriate form and the College should be made aware of these requests at least a month in advance. For further information please contact edi@rcpch.ac.uk.

Eligible candidates who have the required knowledge, skills and experience may be invited to attend an interview either at the College's Offices or via tele-conferencing. Following the interview, a recommendation will be made to the Committee on any appointment.

Personal information about unsuccessful candidates will be held for 6 months after the position has been filled, it will then be securely destroyed. Personal information about successful candidates will be retained on their membership file. The information contained in this will be kept secure and will only be used for purposes directly relevant to that person's responsibilities as a committee member. Please also refer to the [membership privacy notice](#) which explains how we will use the data we collect from you.

Dr Jan Dudley
Registrar
2025

In accordance with College policy, all candidates should be in Good Standing with the RCPCH.

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